

ALTERNATE RANGE CRITERIA 282

Established 3/28/89

Range A. This range shall apply to incumbents who do not meet the criteria for payment in Range B.

Range B. This range shall apply to incumbents who have satisfactorily completed either:

1. One year of experience in California state service performing clerical duties at a level of responsibility equivalent to that of an Office Assistant (General) Range A. or
2. Experience: One year of clerical experience. (Academic education above the 12th grade may be substituted for one year of the required general experience on the basis of either: [a] one year of general education being equivalent to three months of experience; or [b] one year of education of a business or commercial nature being equivalent to six months of experience.) and

Education: Either equivalent to completion of the 12th grade; or completion of a business school curriculum; or completion of a clerical work experience training program such as those offered through Manpower Development and Training Act. (One year of clerical work experience may be substituted for the required education.)

When the requirements for the criteria for a range are met and the appointing power so recommends, the employee shall receive a rate under the provisions of DPA Rule 599.674.